



Foreign Affairs Handbook

4 FAH-2 –Disbursing Officer Handbook

Change Transmittal: DOH-8

Date: January 10, 2005

4 FAH-2 H-700 U.S. DISBURSING OFFICE REPORTING AND DISBURSING REQUIREMENTS

4 FAH-2 H-710 MONTH-END REPORTS

4 FAH-2 H-720 TRANSFERS BETWEEN U.S. DISBURSING OFFICERS (USDO)

4 FAH-2 H-730 JOURNAL VOUCHERS PREPARED BY U.S. DISBURSING OFFICERS (USDO) OPERATIONS

4 FAH-2 H-740 SERVICED AND NON-SERVICED AGENCIES

Changes

1. This Change Transmittal issues miscellaneous updates in **4 FAH-2 H-710**, **4 FAH-2 H-720**, **4 FAH-2 H-730**, and **4 FAH-2 H-740**.

Changes were made to the acronym **FMP/F/IFS** and replaced with the appropriate office symbol.

4 FAH-2 H-744—This subsection was deleted and is now included as part of the unassigned line at the end of the subchapter.

2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Revisions since the last update appear in italics and dark magenta. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove **4 FAH-2 H-710** (TL:DOH-1; 06-13-2001, 6 pages) and insert the revised 4 FAH-2 H-710 (CT: DOH-8; 01-10-2005, 6 pages).
2. Remove **4 FAH-2 H-720** (TL:DOH-1; 06-13-2001, 2 pages) and insert the revised 4 FAH-2 H-720 (CT: DOH-8; 01-10-2005, 2 pages).
3. Remove **4 FAH-2 H-730** (TL:DOH-1; 06-13-2001, 2 pages) and insert the revised 4 FAH-2 H-730 (CT: DOH-8; 01-10-2005, 2 pages).
4. Remove **4 FAH-2 H-740** (TL:DOH-1; 06-13-2001, 4 pages) and insert the revised 4 FAH-2 H-740 (CT:DOH-8; 01-10-2005, 4 pages).
5. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT: DOH-8 and initial.

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to

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(RM/FPRA/FPMC)